



Supervised Experience Instruction Sheet

Instructions: Register the staff to participate in supervised experience using the Office of Child Care Licensing's website <http://kids.delaware.gov/occl/center-providers.shtml>. Submitting this form can reduce the amount of experience by half to qualify for certain positions. The administrator, curriculum coordinator, or site coordinator with a degree must observe the staff member once a month. Observations and follow-up conferences are required, and the lesson plan for each observation must be attached. Most lesson plans and observations must focus on whole group or small group instruction. Send the completed Request for Supervised Experience Approval to:

DSCYF/Office of Child Care Licensing
3411 Silverside Road
Concord Plaza, Hagley Building
Wilmington, DE 19810
Attention: Kelly McDowell

Refer to the chart below when planning the length of supervision needed.

EC Curriculum Coordinator (Regulation 27E): <input type="checkbox"/> Bachelor's degree and 3 months' supervision <input type="checkbox"/> Associate degree in early childhood, etc. and 3 months' supervision <input type="checkbox"/> Associate degree in other area and 6 months' supervision <input type="checkbox"/> High school diploma and 12 months' supervision	
EC Teacher (Regulation 27G): <input type="checkbox"/> Bachelor's degree and 3 months' supervision <input type="checkbox"/> High school diploma and 6 months' supervision	
EC Assistant Teacher (Regulation 27H): <input type="checkbox"/> High school diploma and 3 months' supervision	
SA Site Assistant (Regulation 77C): <input type="checkbox"/> High school diploma + 3 credits or 45 clock hours + part-time employment for half of a school year (5 months' supervision) <input type="checkbox"/> High school diploma + 3 credits or 45 clock hours + full-time employment for half of a summer (2 months' supervision) <input type="checkbox"/> High school diploma + 15 clock hours + part-time employment for one school year (10 months' supervision) or full-time employment for half a school year (5 months' supervision) <input type="checkbox"/> High school diploma +15 clock hours + full-time employment for one summer (3 months' supervision)	
Sample: Observation date: 10/1/15 Conference date: 10/5/15 Activity designed and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input checked="" type="checkbox"/> whole group X Lesson plan attached Observer's notes: On 9/25/15, Mary created a lesson plan for 20 children in the 3-year-old classroom. The lesson plan was called "This is my house." Mary wanted to teach children about the different places where people, animals, and insects live. She found many pictures of places that humans (farms, cities, etc.), birds, raccoons, squirrels, deer, beavers, ants, butterflies, etc. live to show the children. She found a book called, "The Places We Live" to read to the children. She made a matching game where the children had to pick the appropriate house for the person, animal, or insect. Mary also gathered sticks, glue, and plastic Easter eggs, so the children could make bird nests. On 9/28/15, I reviewed the lesson plan to ensure it was appropriate. Mary presented the above listed activities on 10/1/15. Staff member's review of the lesson as presented: Mary stated that the lesson went well because the children were engaged and eager to participate in the discussion of where animals/people could live. She stated that the lesson was a little too long (she began to lose interest) and so she would explain the matching game individually, rather than to the whole group, as the children came to the table to participate. Observer's commendations: The children were engaged and Mary was easily able to capture their interest with her tone of voice and animated ways of asking the children if a house was appropriate when there was no way possible for the animal, person, or insect to fit in the house mentioned. For example, does a person live in a bird's nest? Observer's recommendations for strengthening the lesson as presented: Laminate matching game to prolong its use. Ensure that the length of whole group instruction aligns with the attention span and interests of the children.	

Request for Supervised Experience Approval

Staff member's name:	Observer's name and title:
Center's name:	Center's address:
Supervision start date:	Supervision end date:
Observation date: _____ Observer's name and title: _____ Conference date: _____ Activity designed for and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input type="checkbox"/> whole group <input type="checkbox"/> Lesson plan attached Observer's notes:	
Staff member's self-evaluation of the lesson:	
Observer's commendations:	
Observer's recommendations for strengthening the lesson presentation:	

The information contained in this document is true and accurate to the best of my knowledge.

Staff member's signature:	Date:
Administrator or Coordinator's signature:	Date:

Observation date: Conference date: Activity designed for and presented to: <input type="checkbox"/> individual child <input type="checkbox"/> small group <input type="checkbox"/> whole group <input type="checkbox"/> Lesson plan attached Observer's notes:	Observer's name and title:
Staff member's self-evaluation of the lesson:	
Observer's commendations:	
Observer's recommendations for strengthening the lesson presentation:	

The information contained in this document is true and accurate to the best of my knowledge.

Staff member's signature:	Date:
Administrator or Coordinator's signature:	Date:

Attach additional observation sheets as needed. One observation, conference, and lesson plan are required for each month of supervised experience.